
Hong Kong Phlebotomists Association

**Manual For Continuing
Professional Development System**

Hong Kong Phlebotomy and Intravenous Association

Manual for Continuing Professional Development System

Introduction

1. The implementation of a Mandatory Continuing Professional Development (CPD) system, the Hong Kong Phlebotomy and Intravenous Infusion Association (HKPIVA) has implemented CPD system on a compulsory basis on January 2019.
2. All phlebotomists should be personally responsible for ensuring their own competence in fulfilling the evolving roles and functions for which they are entrusted.
3. Following their initial preparation for registration or enrolment, it is important that phlebotomists continue to update and develop their knowledge and skills through continuing education as healthcare work is influenced continually by advances in science and technology, re-organization of resources, and / or changes in demographics and societal needs. Health care/medical/nursing education is a continuum that does not end with registration or enrolment. It continues as a life-long process and is fundamental in the development of the profession.
4. CPD is defined as any post-registration educational skill or experience updating which is nursing specific or healthcare related with an aim to enrich the phlebotomists' contribution to quality health care and help them in their pursuit of professional goals.
5. This manual provides an outline of CPD as a requirement for nursing practice, the policy and rules governing the CPD system and the guidelines of the HKPIVA in relation to the CPD system's practical application.
6. All Registered/Certified phlebotomist should acquaint themselves with this manual before participating in CPD activities.

Purpose of CPD

1. It is the HKPIVA's responsibility to regulate the phlebotomy practice in order to safeguard the society's right for quality health care. For better phlebotomy quality, the HKPIVA encourages phlebotomists to undergo CPD. CPD is calculated on a point system.

CPD Requirement

1. A practicing certificate is normally valid for one year from 1 January of the first year to 31 December of the next year. A CPD cycle starts on 1 November i.e. two months before the issue of the practicing certificate and ends on 31 October of the next year, two months before the practicing certificate expires. The Council requires a registered Phlebotomist (RP) to undergo CPD worth a minimum of **20** CPD points, in the year CPD cycle.

2. For phlebotomists who are newly registered and whose first ever practising certificates are valid for less than 3 years, they may be allowed a pro rata reduction in the number of CPD points.

3. CPD undertaken by phlebotomists must be relevant to their respective areas of registration or enrolment and within the following broad categories:
 - a. Care enhancement e.g. counseling, therapeutic skills
 - b. Health promotion
 - c. Specialty development
 - d. Education development
 - e. Technological advances in clinical practice including phlebotomy, IV and ECG
 - f. Emergency Medicine in clinical practice
 - g. Research or research related activities
 - h. Leadership and management in health care setting

Guidelines for Selecting CPD

4. To obtain the maximum advantage from CPD, each phlebotomist should:
 - a. Identify own strengths, weaknesses and areas for further development
 - b. Obtain feedback from peers and/or supervisors
 - c. Identify learning activities for self-improvement and ensure feasibility for accomplishment
 - d. Actualize the identified activities
 - e. Evaluate the actions taken

Ways to Meet the CPD Requirement

1. Phlebotomists may undergo CPD activities organized by accredited providers. Accredited providers are organizations experienced in health care education and are explicitly accredited by the Hong Kong Phlebotomists Association (HKPIVA) for the organization of CPD activities with CPD points. An updated list of accredited providers of CPD activities is available at the HKPIVA's website at <http://.....>

2. Attendance in learning activities provided by accredited providers such as education programme, professional seminar and workshop, structured in-house group discussion, e-learning, etc. presented in any form, including conventional lecture, videotape, audiotape or such other system or device with an opportunity to ask questions of the course instructor or commentator is the chief means to achieve continuing education. These learning activities must be of at least one hour in duration for allocation of any CPD point.

3. The system has been designed to be as flexible as possible so that CPD points may be acquired in a time conscious and cost effective manner. The HKPIVA, having taken into consideration the need for phlebotomist to have a variety of accesses by which they can meet with the CPD requirement, permits various methods of learning other than simply attendance at conventional lecture-based courses. Professional or academic activities, such as engaging in research work, writing and publishing articles and books, visiting hospitals, and giving talks and seminars are also acceptable CPD activities. To accredit these academic activities. Phlebotomists should keep their self-evidence of publication, books, letter of acceptance and letter of invitation as record of CPD activities.

4. These learning activities are preferably phlebotomy or health care related.

5. CPD points may be awarded as follows:

Number of CPD points awarded	Type of activities	
1	Each hour of a learning activity	
20	One research project with publication in professional journal	Principal researcher
10		Co-researcher
10	Author of an article published in professional journal	First author
5		Co-author
30	Author/editor of a published book on nursing/health care related areas	Sole author/editor
15		Joint author/editor
10	Author/editor of a chapter of a published book on nursing/health care related areas	Author/editor
5		Joint author/editor
1	Any 2-hour clinical practicum/structured visit to hospitals or health care institutions	
8	Each oral presentation in health care related scientific conference	In international/national conference
5		In local conference
6	Each poster presentation in health care related scientific conference	First/sole author in international/national conference
3		Co-author/joint author in international/national conference
2		First/sole author in local conference
1		Co-author/joint author in local conference
1	Each oral presentation in approved health care courses/seminars [excluding those lectures/presentations that are part of an educator's job expectation]	

6. Within each year CPD cycle, repeated attendance of a CPD activity of the same topic and at the same level does not count for CPD points.

Revocation or Amendment of CPD Points

1. CPD points allocated in respect of an activity may be revoked or amended any time at the discretion of the HKPIVA.

CPD Record

1. All Phlebotomists subject to the CPD system are required to maintain their own records of their CPD activities. A sample is attached at Annex A for reference only.

2. When and as requested by the HKPIVA, the phlebotomist must produce their CPD records together with supporting documents within the appointed time.

3. For auditing purposes, the CPD records should be retained for at least six years after the period to which they relate.

Declared Compliance with CPD

1. A phlebotomist is compulsory when applying for renewal of his/her practicing certificate will make a declaration on the number of CPD points that he/she has obtained in the past year CPD cycle.

2. Audit inspection will be conducted by the Council from time to time to monitor compliance with CPD.

3. For audit purpose, the Council may:

- a. Request any phlebotomist to produce CPD records or such information relating to his/her participation in the CPD as may be specified; and
- b. Require a phlebotomist to attend the HKPIVA in person and furnish such records or information.

Sample of Personal Continuing Professional Development Records (Sample)

Name of Nurse:

Chan Siu-man

Registration / Enrolment* Number:

RP1234567

	<i>Nature of Continuing Nursing Education Activities</i>	<i>Description of Continuing Nursing Education Activities</i>	<i>Date of Attendance</i>		<i>No. of CPD Points awarded</i>	<i>Organizing Institute</i>
			<i>From</i>	<i>To</i>		
1.	Learning activities (education programme)	Orthopaedic Professional Development Programme	9/8/2017	15/8/2017	27	Prince of Wales Hospital
2.	Learning activities (education programme)	Infection Control for Health Care Professionals	16/10/2019	16/12/2019	24	The University of Hong Kong
3.	Learning activities (professional seminar)	Seminar on Outcome Focus Patient Care in stroke management	3/3/2017	--	4	Hospital Authority
4.	Co-researcher of Published article in Health related Journal	A Study on Provision of Quality Care in Patients with warfarin therapy for phlebotomist	--	--	2	Name of Journal: Nursing Care Vol.15/2001

	<i>Nature of Continuing Nursing Education Activities</i>	<i>Description of Continuing Nursing Education Activities</i>	<i>Date of Attendance</i>		<i>No. of CPD Points awarded</i>	<i>Organizing Institute</i>
			<i>From</i>	<i>To</i>		
5.	Presentation in health care related scientific seminar	Seminar on Ethical Issues in End of Life Care	5/6/2017	--	1	Hospital Authority
6.	Learning activities (education programme)	Master in Pre-hospital and Emergency Care	2015	2017	> 45	The Hong Kong Polytechnic University

*delete whichever is inapplicable

